

**APPLYING FOR (SELECT ONE)**

- Bronze Certificate     Bronze Medal
- Silver Certificate     Silver Medal
- Gold Certificate     Gold Medal



OFFICE USE ONLY

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# PARTICIPANT RECORD BOOK

## PARTICIPANT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_ / \_\_\_ / \_\_\_\_\_ School \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Employed?    Yes, Part-Time     Yes, Full-Time     No

If Yes, List Employer \_\_\_\_\_

What I have gained by participating in The Congressional Award:

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I have set goals and met the requirements to earn The Congressional Award as outlined in this submission.

Participant Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_\_\_

## ADVISOR INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Are you a parent or relative of the participant?    Yes  No

Advisor comments regarding the participant's pursuit of The Congressional Award:

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I certify that the participant established goals, completed hours, and recorded the activity stated herein.

Advisor Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_\_\_

Submit the completed Record Book to The Congressional Award national office.  
The Congressional Award | PO Box 77440 | Washington, DC 20013

Only submit your Record Book after you have completed your goals and the required hours/months in all four program areas.

# VOLUNTARY PUBLIC SERVICE

(Each goal should have its own Record Book page. Make as many copies as necessary to accommodate your goals.)

Name \_\_\_\_\_ Did you receive any class credit for this goal? Yes  No

What is your goal? \_\_\_\_\_

\_\_\_\_\_

Describe your activities to achieve your goal: \_\_\_\_\_

\_\_\_\_\_

What did you learn? \_\_\_\_\_

\_\_\_\_\_

How did you serve the greater community at large? \_\_\_\_\_

\_\_\_\_\_

**TOTAL MONTHS** for this goal: \_\_\_\_\_ **TOTAL HOURS** for this goal: \_\_\_\_\_

Enter year(s) and check all months where activity was logged for this goal. Only report new hours logged since your last Record Book submission.

| YEAR | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
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## VALIDATOR INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Are you a parent or relative of the participant? Yes  No

Validator comments regarding the participant's completion of the goal:

\_\_\_\_\_

I certify that the above goal, hours, and activities were completed by the participant.

Validator Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# PERSONAL DEVELOPMENT

(Each goal should have its own Record Book page. Make as many copies as necessary to accommodate your goals.)

Name \_\_\_\_\_ Did you receive any class credit for this goal? Yes  No

What is your goal? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your activities to achieve your goal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did you learn? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL MONTHS for this goal: \_\_\_\_\_ TOTAL HOURS for this goal: \_\_\_\_\_  
Enter year(s) and check all months where activity was logged for this goal. Only report new hours logged since your last Record Book submission.

| YEAR | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
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## VALIDATOR INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Are you a parent or relative of the participant? Yes  No

Validator comments regarding the participant's completion of the goal:  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above goal, hours, and activities were completed by the participant.

Validator Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_\_\_

# PHYSICAL FITNESS

(Each goal should have its own Record Book page. Make as many copies as necessary to accommodate your goals.)

Name \_\_\_\_\_ Did you receive any class credit for this goal? Yes  No

What is your goal? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe your activities to achieve your goal: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How did your skill level change / advance? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL MONTHS for this goal: \_\_\_\_\_ TOTAL HOURS for this goal: \_\_\_\_\_  
 Enter year(s) and check all months where activity was logged for this goal. Only report new hours logged since your last Record Book submission.

| YEAR | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
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## VALIDATOR INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Are you a parent or relative of the participant? Yes  No

Validator comments regarding the participant's completion of the goal:  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that the above goal, hours, and activities were completed by the participant.

Validator Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_\_\_

# EXPEDITION / EXPLORATION

(Each goal should have its own Record Book page. Make as many copies as necessary to accommodate your goals.)

Name \_\_\_\_\_ Did you receive any class credit for this goal? Yes  No

What is your goal? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide a brief overview of your planned activities to achieve your goal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TRIP DETAILS

Location of Expedition/Exploration: \_\_\_\_\_

Trip Duration: \_\_\_\_ Days, \_\_\_\_ Nights \*Must show at least 6-8 hours of activity to earn a day

Trip Dates: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

In addition to the information above, please provide a detailed write-up of your Expedition or Exploration by using the prompts on the next page.

## VALIDATOR INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Are you a parent or relative of the participant? Yes  No

Validator comments regarding the participant's completion of the goal:

\_\_\_\_\_  
\_\_\_\_\_

I certify that the above goal, hours, and activities were completed by the participant.

Validator Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

# EXPEDITION / EXPLORATION

Use these questions to guide your Expedition/Exploration write-up. Your write-up should read like a journal entry and provide a detailed account of your trip from start to finish. This should include planning and preparation notes, your planned itinerary, and a detailed day-by-day account of your actual activity. Remember, we can only review what is submitted. Be as thorough as possible about your experience and provide a glimpse into what you learned.

- 1) **How did you plan or prepare for this activity?**  
Be as detailed as possible indicating your initiative. Did you investigate and schedule your travel options? Did you research varying venues or locations? Did you coordinate with anyone before your arrival? How did you make your trip or activity happen? If you worked with a group, how did you make this trip happen for you? How did you leave your mark?
- 2) **How was this activity unique and unlike anything you have ever done before?**  
**How were you immersed in a different culture or environment?**  
If you travel or camp a lot, how was this trip or activity different? How did you expand your horizons and learn about a unique culture or environment? How did this put you outside of your comfort zone? An Expedition/Exploration is about exploring a unique culture or environment - how did you accomplish this?
- 3) **How were you challenged? Include examples of thinking on your feet.**  
Before and during your trip, what obstacles did you encounter and how did you handle them? This portion of the program is about taking initiative and rising to challenges that come up while exploring an unfamiliar environment. If you got lost on a foreign subway, did you wait for your parents to direct you or did you take the lead? If a venue was closed unexpectedly, did you make other plans or just go back to a hotel? Show us how you were able to adapt to the real world in a different environment or in planning for your trip. If you worked with a group, how did you show leadership in implementing your trip?
- 4) **Outline a detailed itinerary of what you plan to do.**  
Detail your planned trip from start to finish. Make sure you can show at least 6-8 hours of immersion activities each day. Include where you are planning on going and why, how you plan to explore the unique culture or environment (through food, sightseeing, etc.), and how you are going to learn about this new environment. If using public transportation is a large component of your trip and write up, make sure to include your overall plan and method for using it.
- 5) **Provide a detailed write up of your actual trip (a day-to-day account).**  
Tell us what you did! This should be the most detailed portion of your write up, including how your plans came to fruition. Include details about what you learned, what you saw, and what you took in. Did all of your plans go smoothly or were there bumps along the road? How did you handle any hiccups? How did you explore the environment or culture for at least 6-8 hours? This should not read like a class assignment or paper, arguing for the validity of your trip and how you found real-world immersion.
- 6) **Is there anything else you think would highlight your accomplishments on your trip?**  
What did you take away from your trip? Are you now planning on returning to the location for future adventures or experiences? Did you learn you could do something that you never would have expected? Did you try a food for the first time and now can't get enough? Did you communicate in languages and now you want to learn more? Did you learn a new skill that you will employ on future travels?

While write-ups at each level require detailed explanations of your planning and your actual trip, Gold Medal Record Books are scrutinized even further as the submission passes through a review committee. If you are planning on submitting an Expedition/Exploration that was approved at a lower level for the Gold Medal, be as detailed as possible at your first submission.